Microsoft Teams guide for students

NSW GOVERNMENT | TAFE NSW

PREPARED BY TAFE NSW CUSTOMER EXPERIENCE TEAM

UPDATED 18/12/2020

Connected learning student resources

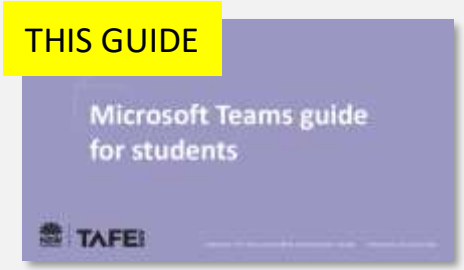
This guide is **one of several student resources** created to help you get started with connected learning.

Tips and tricks cards

We have two tips and tricks card to help you understand what you need before class and what to expect during class. There is also a checklist available so that you come to the virtual class prepared.

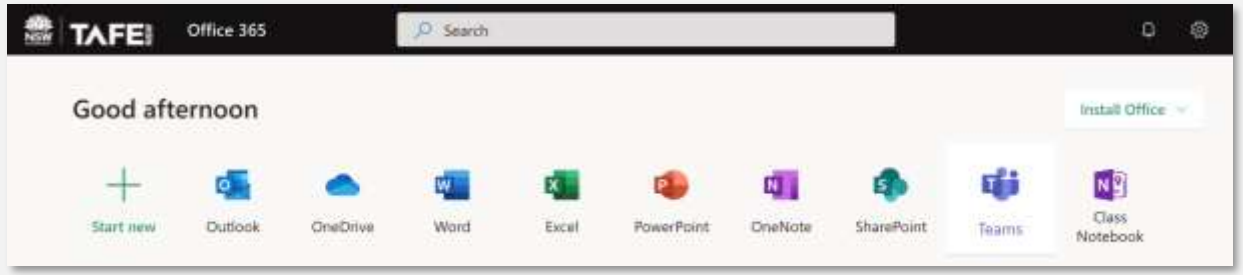
Platform guides

Your teacher will ask you to use different technology platforms to connect with your class. You might not be required to use all platforms. There are three guides to help you access commonly used platforms.



Office 365 apps

By signing in to your Office 365 account, you will be able to access different useful apps. Microsoft Teams is one of them. To learn more visit this resource: https://sway.office.com/db3aaFkBEvgwxFDZ



To download all student resources, please visit the TAFE NSW website: https://www.tafensw.edu.au/study/ways-to-study/connected-learning

Introduction

What this guide will help you with

As part of your transition to connected learning, you may need to learn how to access and use different platforms* including Microsoft Teams. This is a basic guide to help you download Teams. More information on connecting to your class is coming soon.

*A platform refers to a type of software or digital program. Your teacher will decide on which platforms they will use and provide you with more instructions that are specific to your class.

1. **Download and access Microsoft Teams**
   Use a device to log in
2. **Connect to your class**
   Navigate to your virtual class and find files
3. **Interact with your class**
   Send messages and video call

1

Download and access Microsoft Teams

1 Download and access Microsoft Teams

There are **two ways** to access Microsoft Teams.

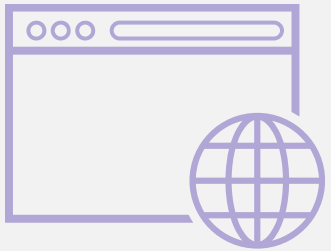
1. Download Microsoft Teams on your device*

RECOMMENDED

A device refers to a computer, laptop, iPad/tablet or phone.
We recommend you use the desktop version on a computer or laptop, however having Microsoft Teams on other devices as a back up is useful if you experience unexpected technology failures.

OR

2. Log on using an internet browser

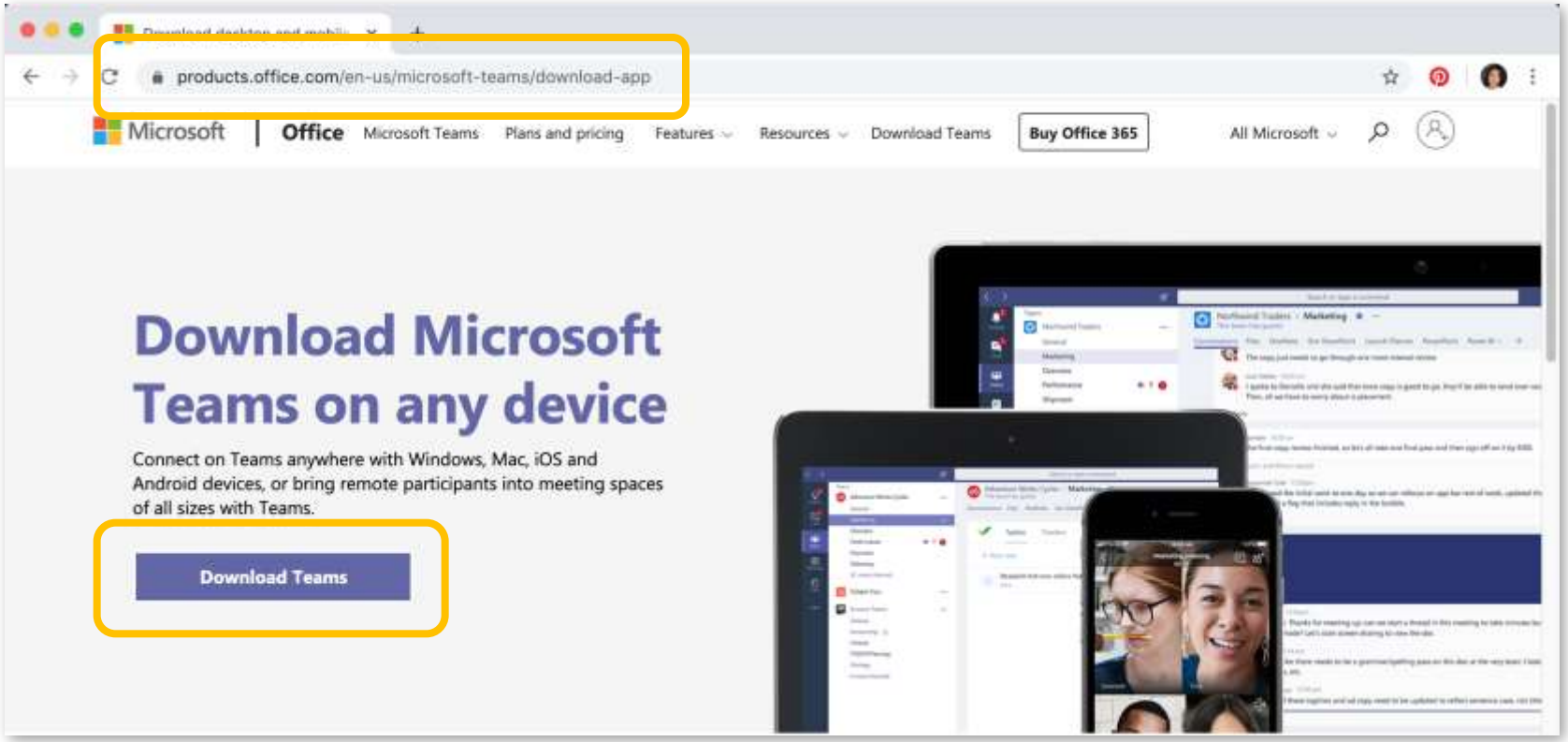


Microsoft Teams should work on most internet browsers, however, we recommend Google Chrome.

You will need your TAFE NSW email to log in. It should look like <username>@studytafensw.edu.au
If you are experiencing difficulties with accessing or Installing Microsoft Teams please call the TAFE NSW Student Technology Service Desk on 131601. Select option 4 for Technology Support, then option 2.

1 Download and access Microsoft Teams

Download Microsoft Teams on your computer or laptop



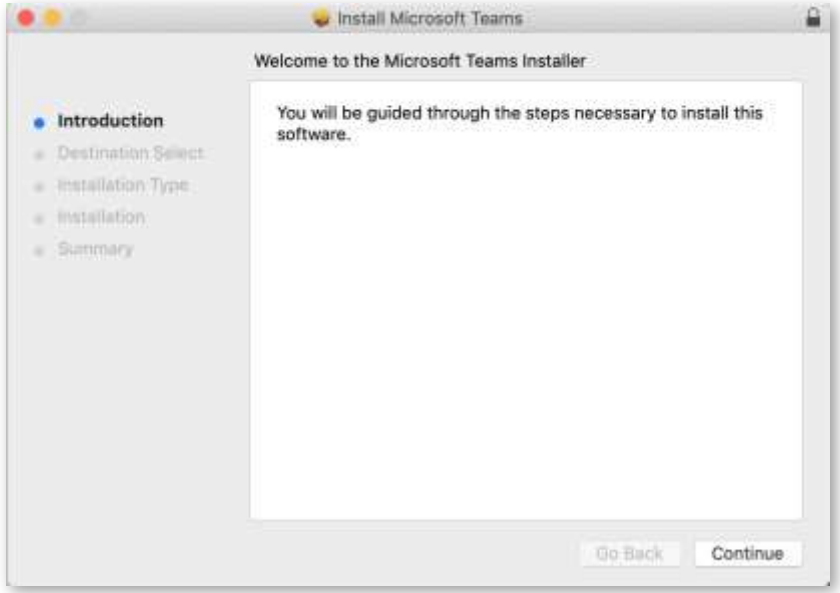
To follow this step you will need to be connected to the internet.

Open up a browser and type into the address bar: https://products.office.com/en-us/microsoft-teams/download-app

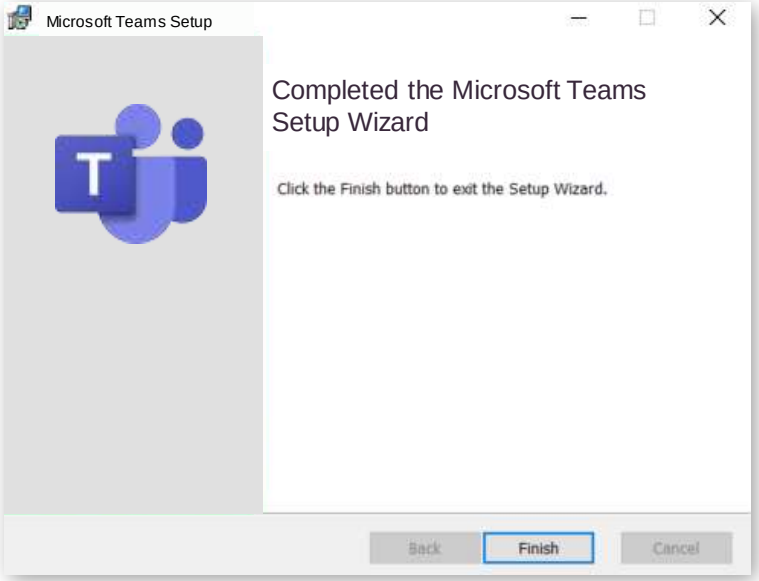
It will lead you to the page shown above. Click on 'Download Teams'. Your download should start immediately.

1 Download and access Microsoft Teams

Install Microsoft Teams on your computer or laptop



What the installer will look like on an Apple Mac computer

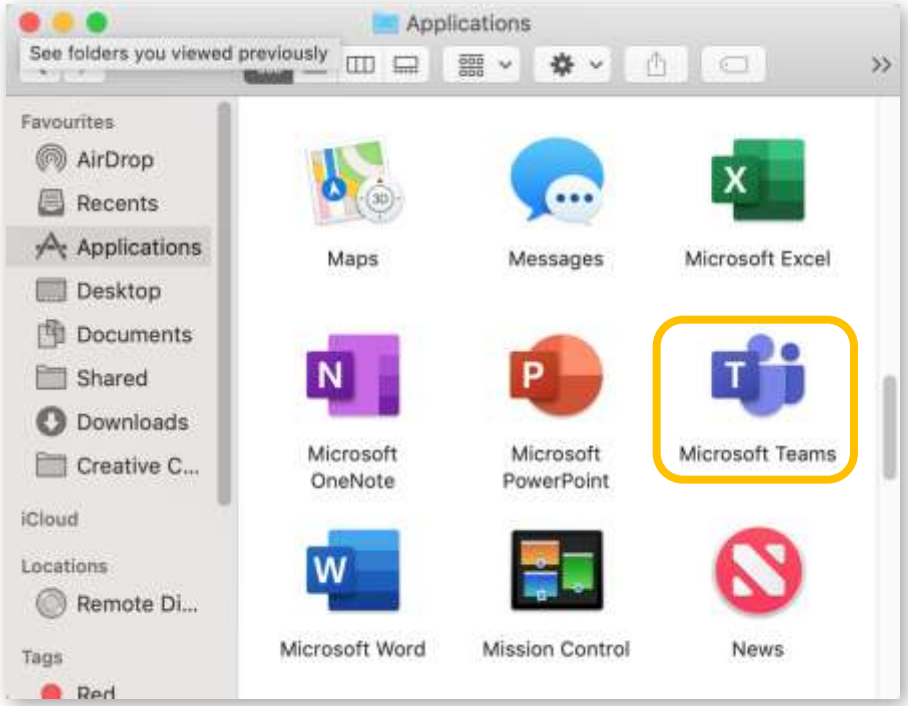


What the Setup Wizard will look like on a Windows computer

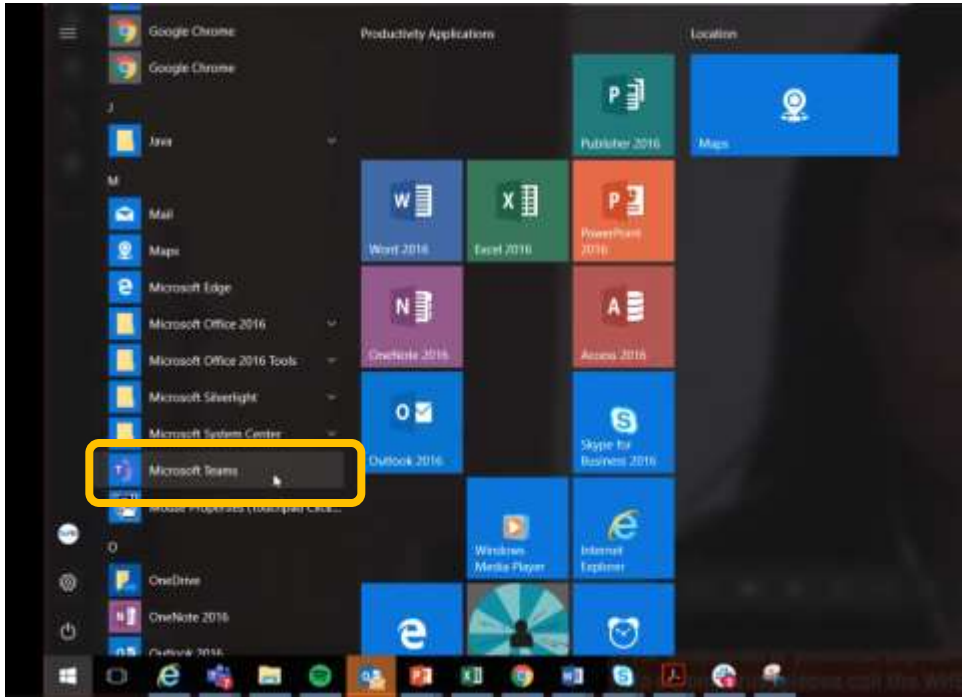
After Microsoft Teams has downloaded, open the installer and follow the step by step instructions to install it. You can find the installer/Setup Wizard in your downloads folder.

1 Download and access Microsoft Teams

Launch Microsoft Teams on your <u>computer or laptop</u>



What it will look like on Apple Mac computer



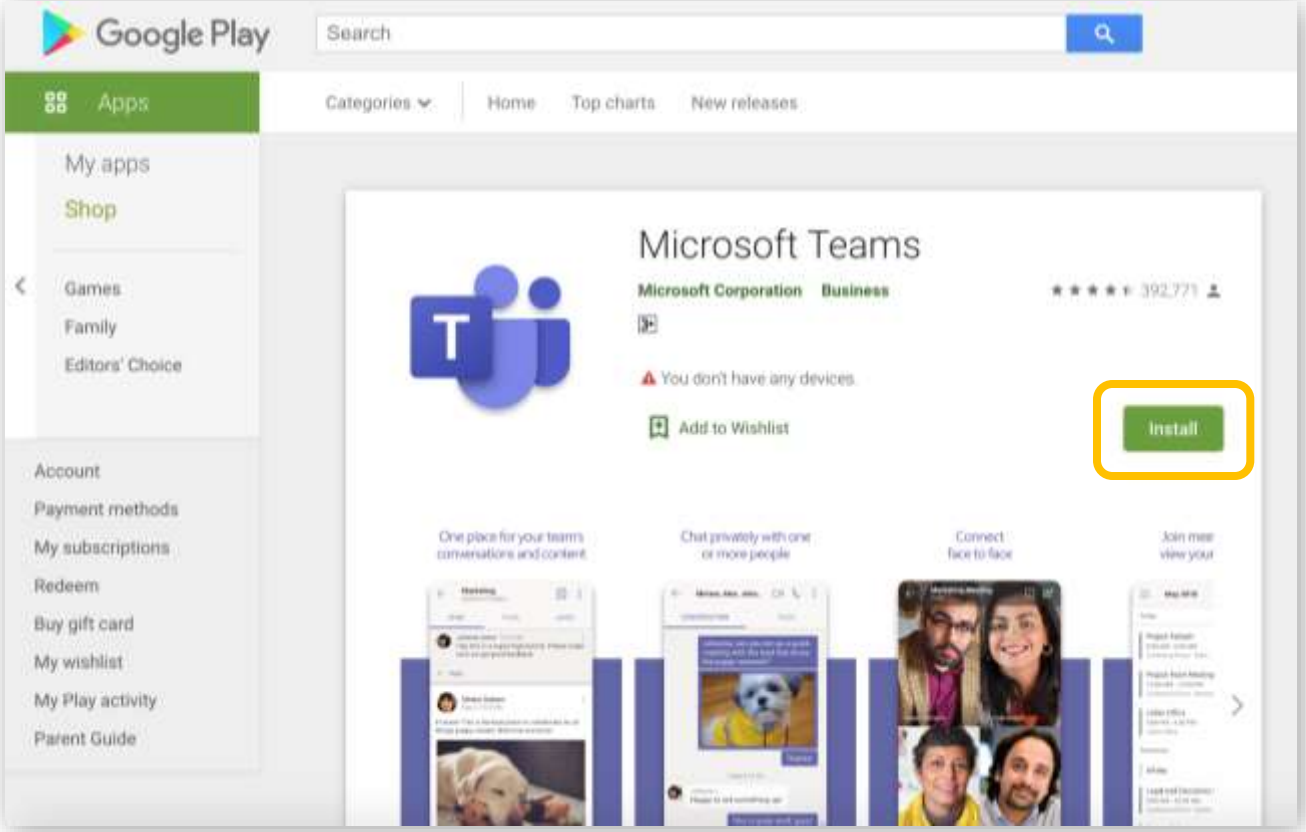
What it will look like on Microsoft Windows

After the installation is complete, you will be able to see Microsoft Teams in your Applications folder for Mac or your Programs folder on Windows. Launch Microsoft Teams by clicking the icon.

1 Download and access Microsoft Teams

Download Microsoft Teams on your iPad/tablet or phone

The App Store for Apple devices



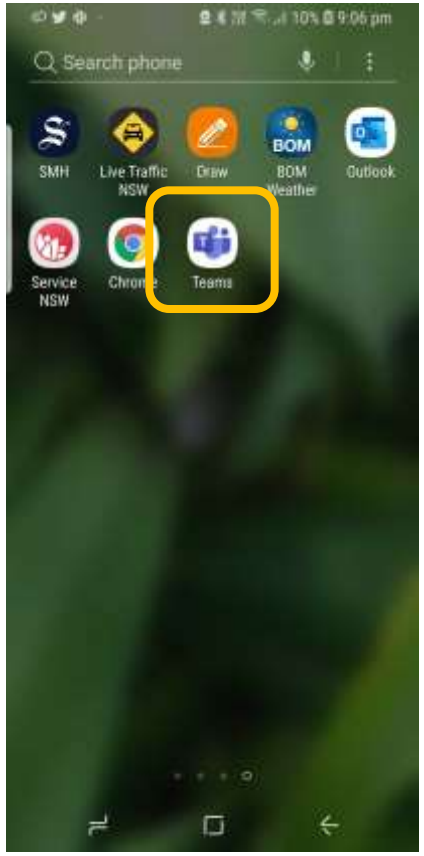
The Google Play store for Android devices

To download Microsoft Teams on your iPad/tablet or phone, you will need to visit the **App Store** if you are using an Apple iPad or iPhone, or the **Google Play** store if you using an Android tablet or phone. Use the search bar to look for '**Microsoft Teams**'.

1 Download and access Microsoft Teams

Launch Microsoft Teams on your <u>iPad/tablet or phone</u>

Applications on Apple devices



Applications on Android devices

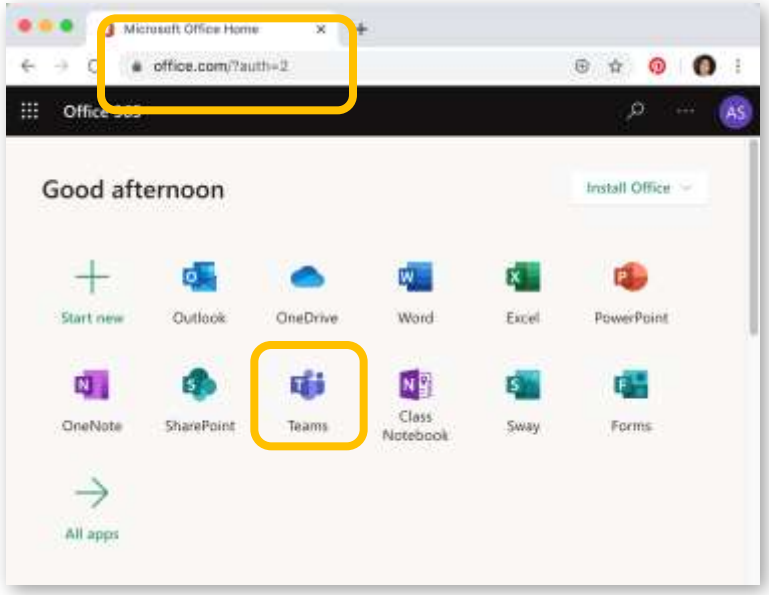
Once your download has finished, you will be able to see the Microsoft Teams icon with all your other applications. Tap on it to open. Once Microsoft Teams launches, you will be asked to sign in, please sign in using your TAFE NSW email.

You will need your TAFE NSW email to log in. It should look like <username>@studytafensw.edu.au. If you are experiencing difficulties with accessing or Installing Microsoft Teams please call the TAFE NSW Student Technology Service Desk on 131601. Select option 4 for Technology Support, then option 2.

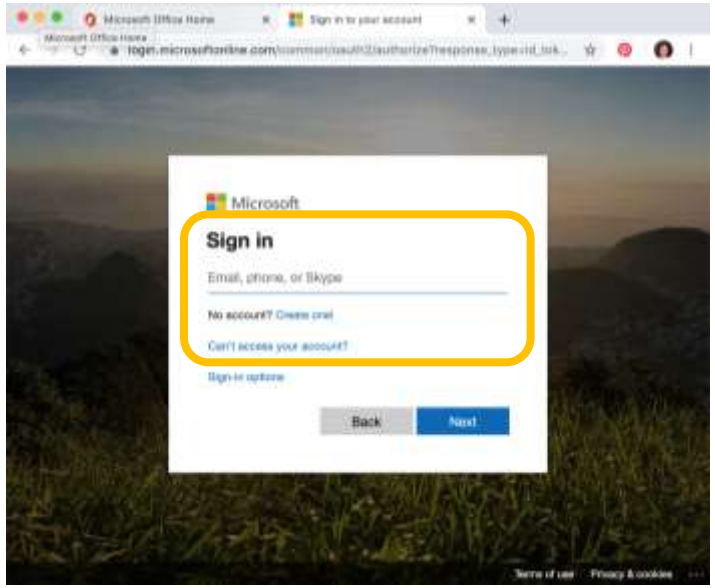
1 Download and access Microsoft Teams

Log on using an internet browser

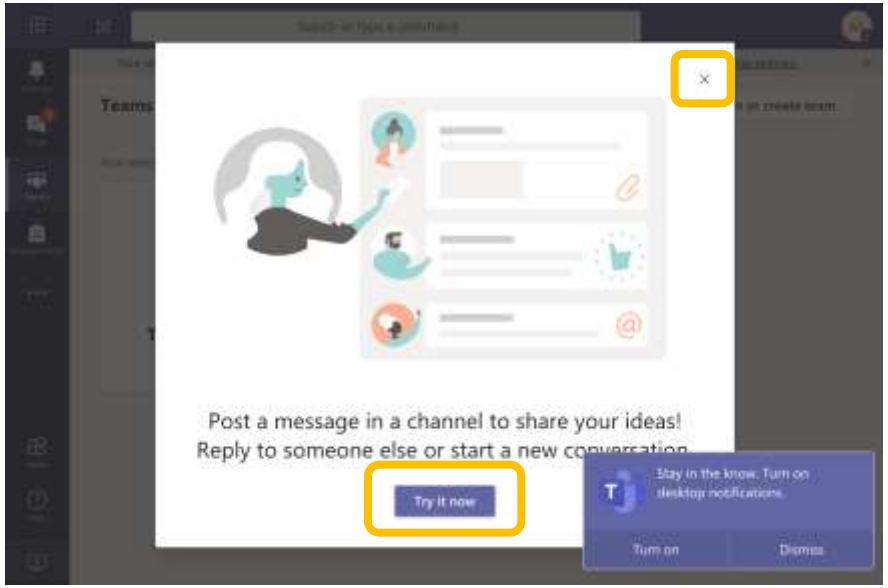
*Microsoft Teams works on most browsers but we recommend Google Chrome. To learn how to download Google Chrome, see the next slide.



To log on to Microsoft Teams using your internet browser*, type in https://www.office.com to the address bar. You will be asked to sign in using your TAFE NSW email address. Once you are signed in, you will see different Office 365 programs available to you. Click on Teams.



Once you have clicked on Teams, a new window will open and you may be asked to sign in again, remember to use your TAFE NSW email address. You can also access Microsoft Teams directly by typing in https://teams.microsoft.com in the address bar of your browser.



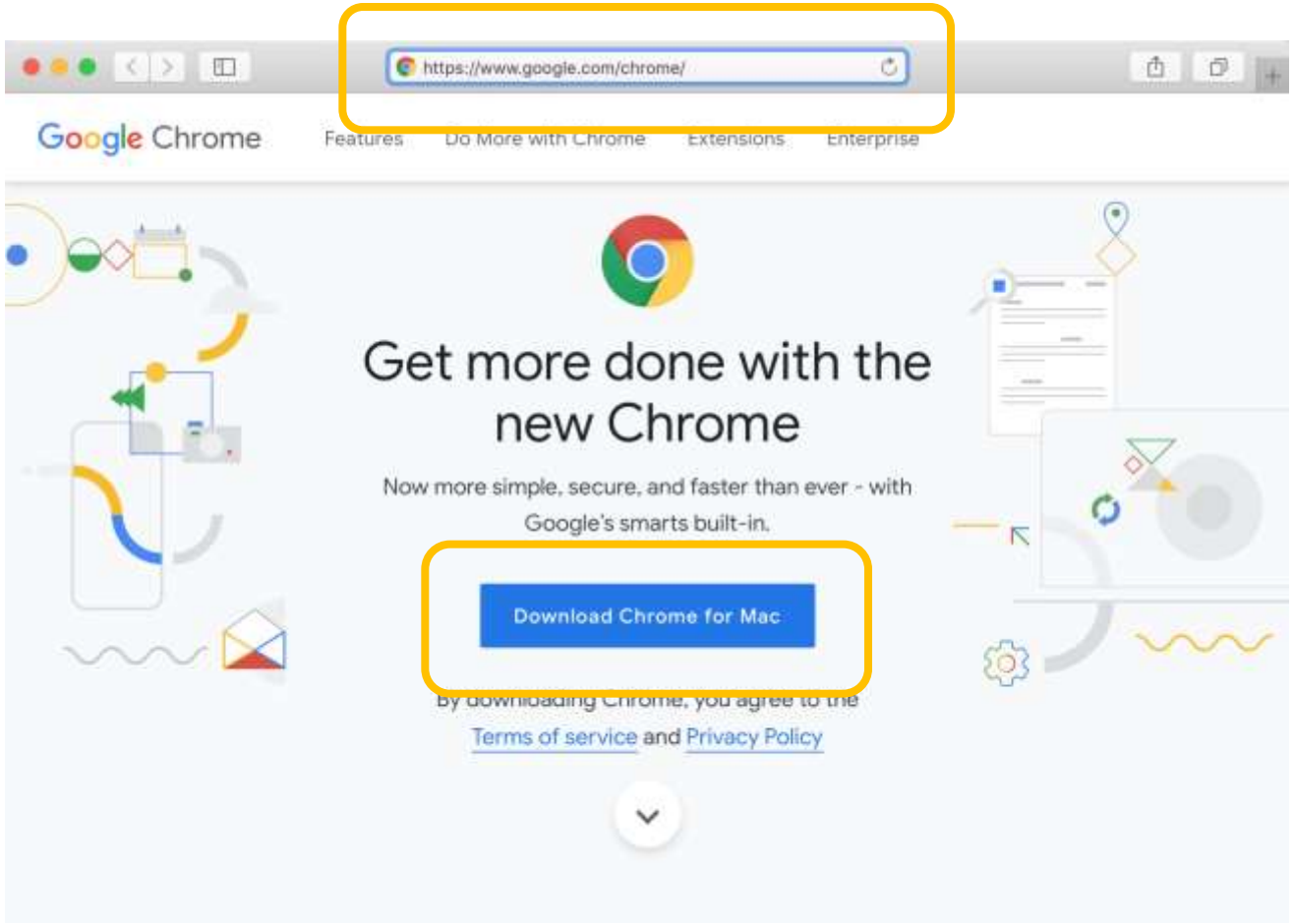
When you sign in, you will land on this page with some tips provided by Microsoft Teams. If you would like to try out the tips, click on “Try it now”, otherwise click the X icon.

1 Download and access Microsoft Teams

How to install Google Chrome

Follow these steps on your laptop or computer

1. Open your internet browser and type this URL into the address bar: http://www.google.com/chrome/
2. You will land on the website you see to the right
3. Click on 'Download Chrome for Mac', this might say 'Download Chrome for Windows' if you have a Windows computer.
4. Your download should start immediately
5. After it has downloaded, Open the installer and follow the step by step instructions to install the browser



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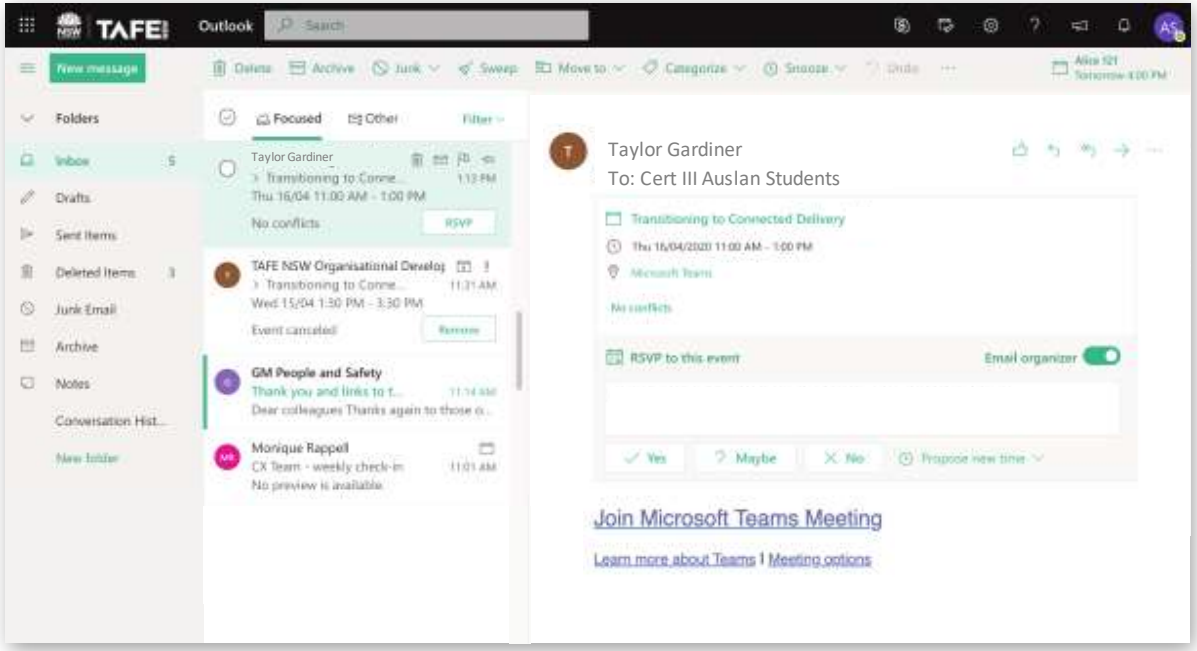
Connect to your class

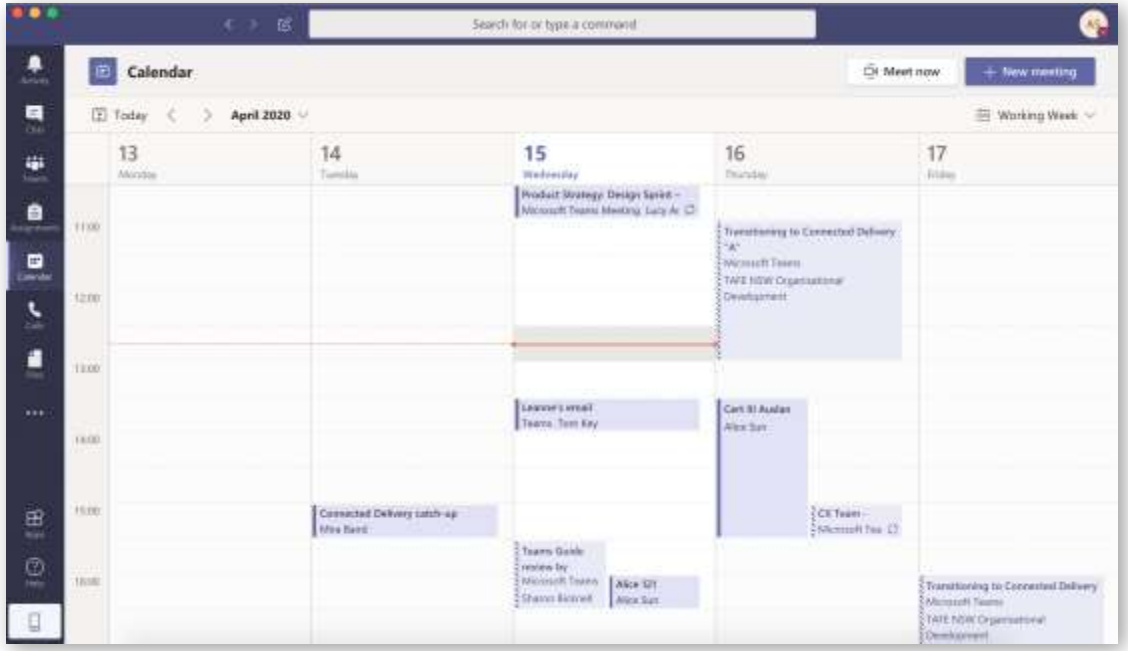
2 Connect to your class

There are **two ways** you can connect to your class through a video call.

1. Your teacher emails you a Teams Meeting link to join the class on a video call



2. The Teams Meeting will be in your calendar on Microsoft Teams

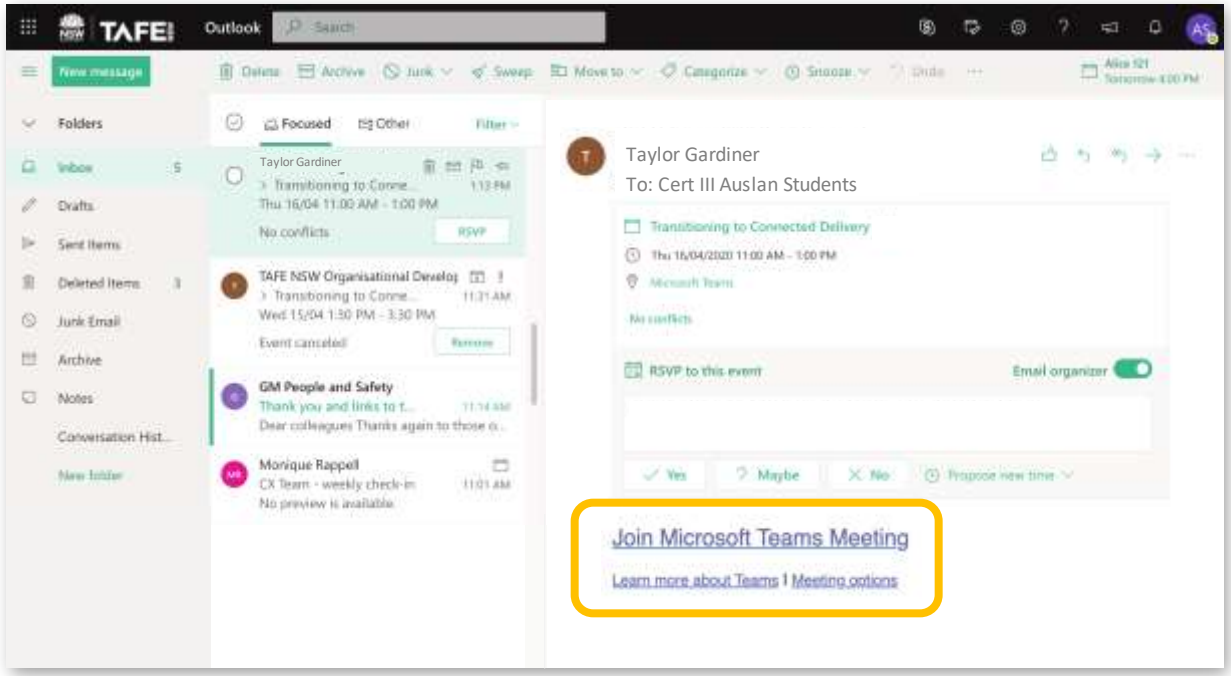


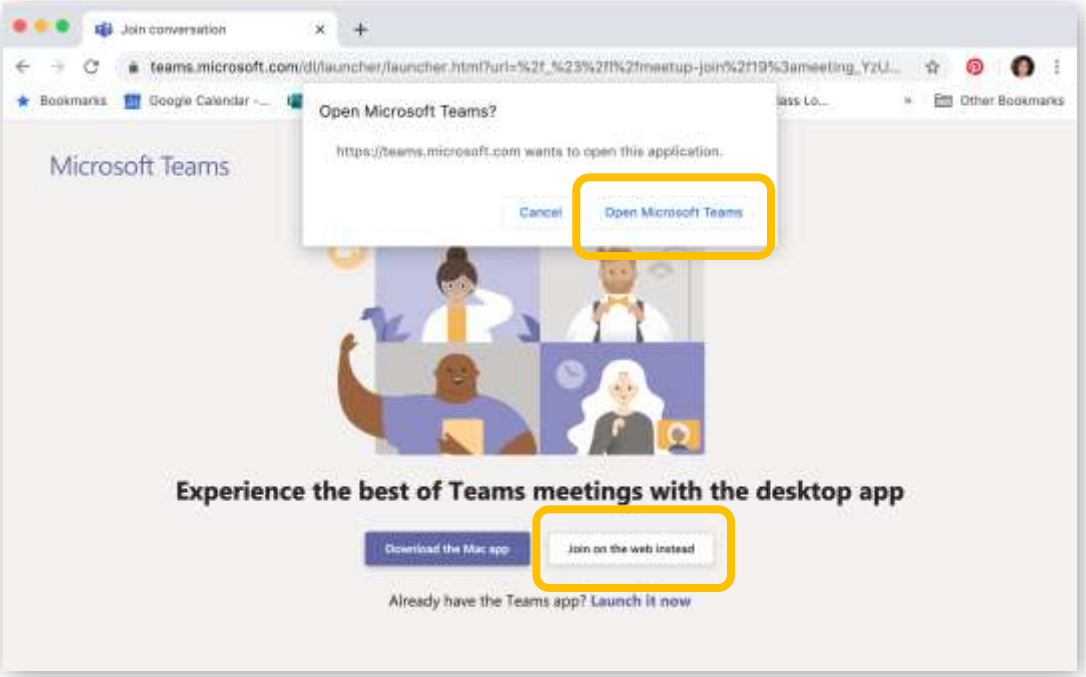
2. The Teams Meeting will be in your calendar on Microsoft Teams

2 Connect to your class

1. Your teacher emails you a Teams Meeting link to join the class on a video call

Teams will launch when you click on the Teams Meeting link from the email





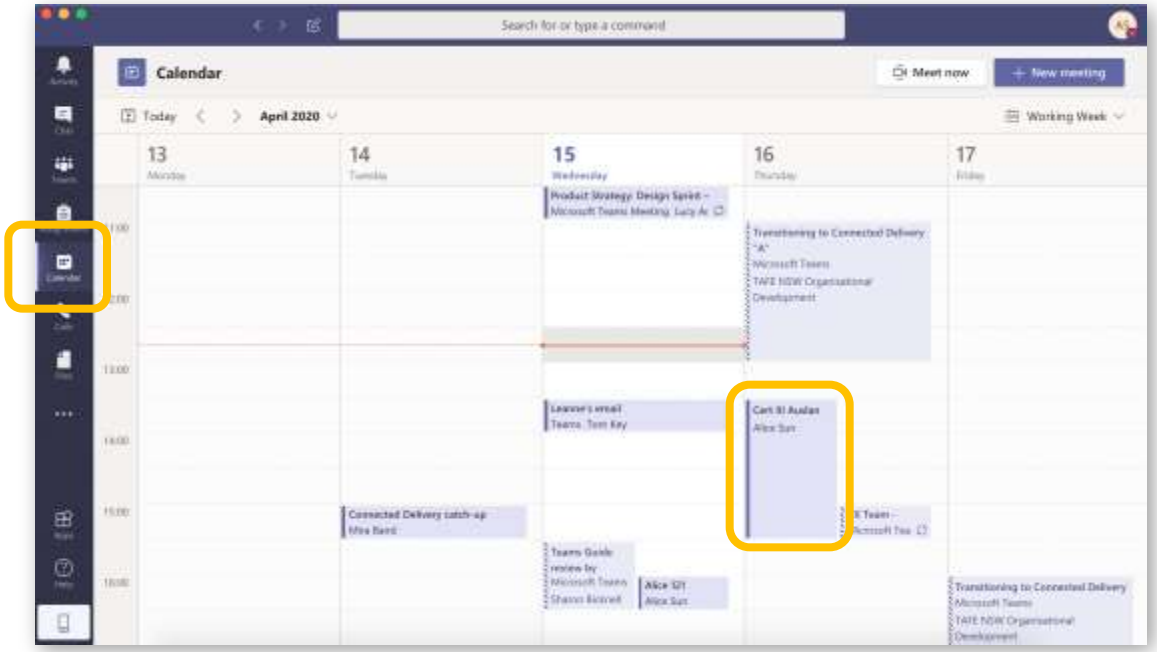
You teacher will email you links to your Teams Meetings. Check your TAFE NSW email by visiting https://outlook.office.com/ or by using the Outlook program on your device. Open the email and click on the 'Join Microsoft Teams Meeting' link.

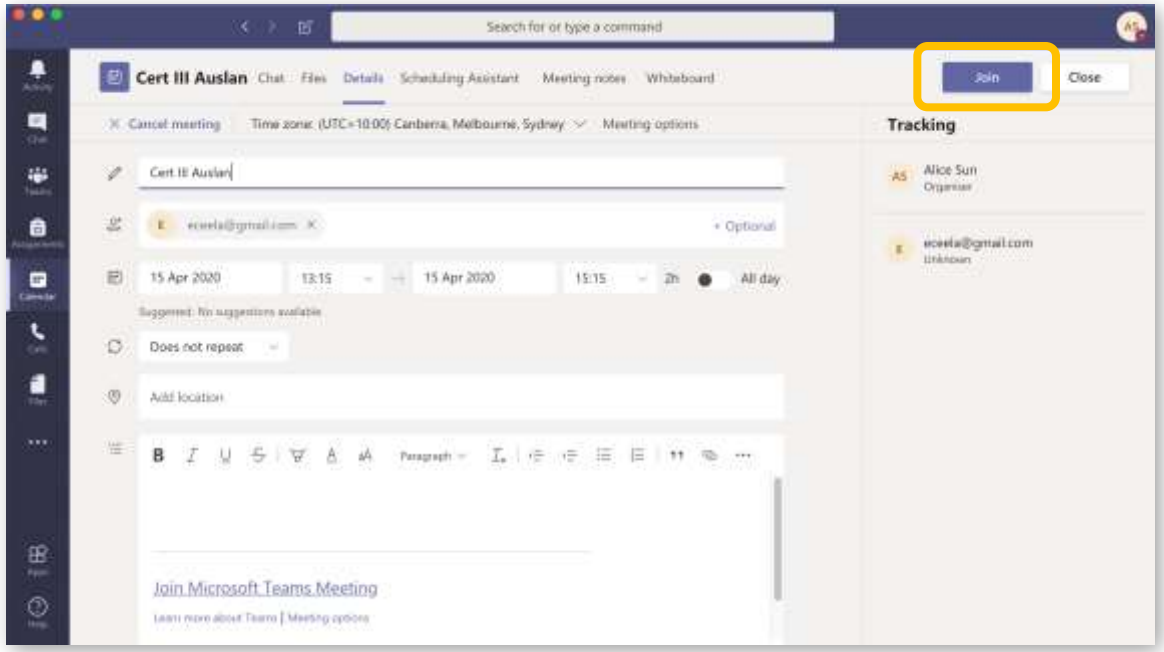
Once you have clicked on the link, it will open this new window in your browser and ask if you would like to open the desktop application or Join the web instead. Please remember the desktop application has more functionality than the web browser.

2 Connect to your class

2. The Teams Meeting will be in your calendar on Microsoft Teams

Join the video call from your calendar in Microsoft Teams



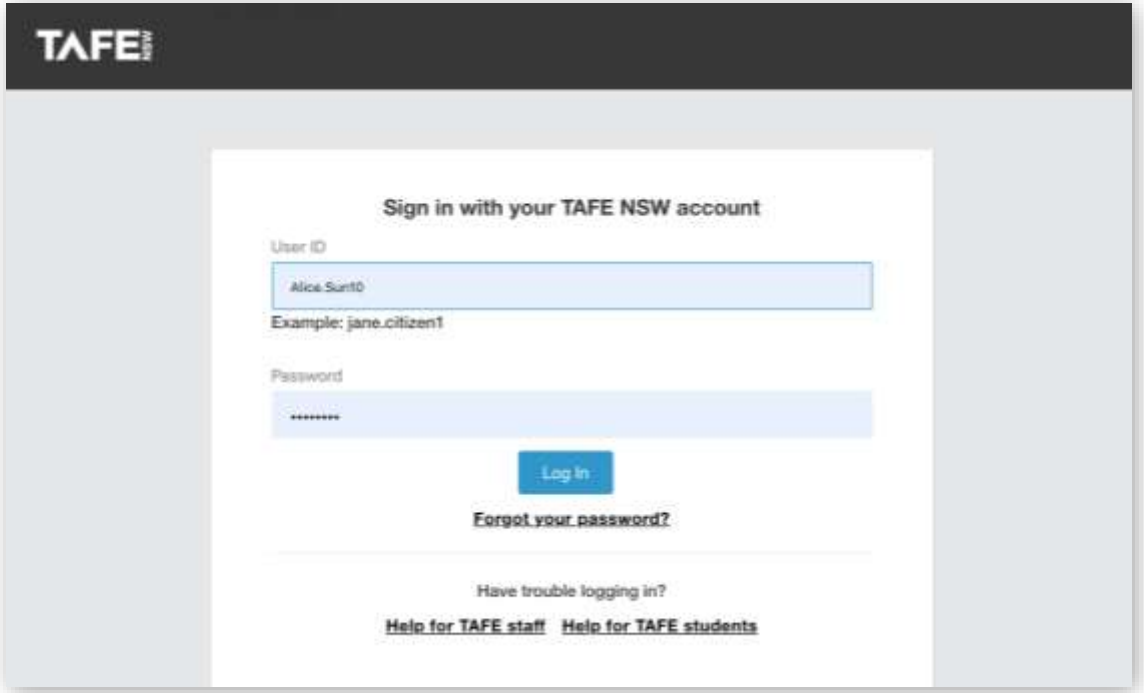


If you are logged in to Microsoft Teams, you can also connect with your class through the video call by finding the Meeting in your calendar. To do this, click on the Calendar icon on the left hand side of the screen. You will see Meetings that your teacher has invited you to in your calendar.

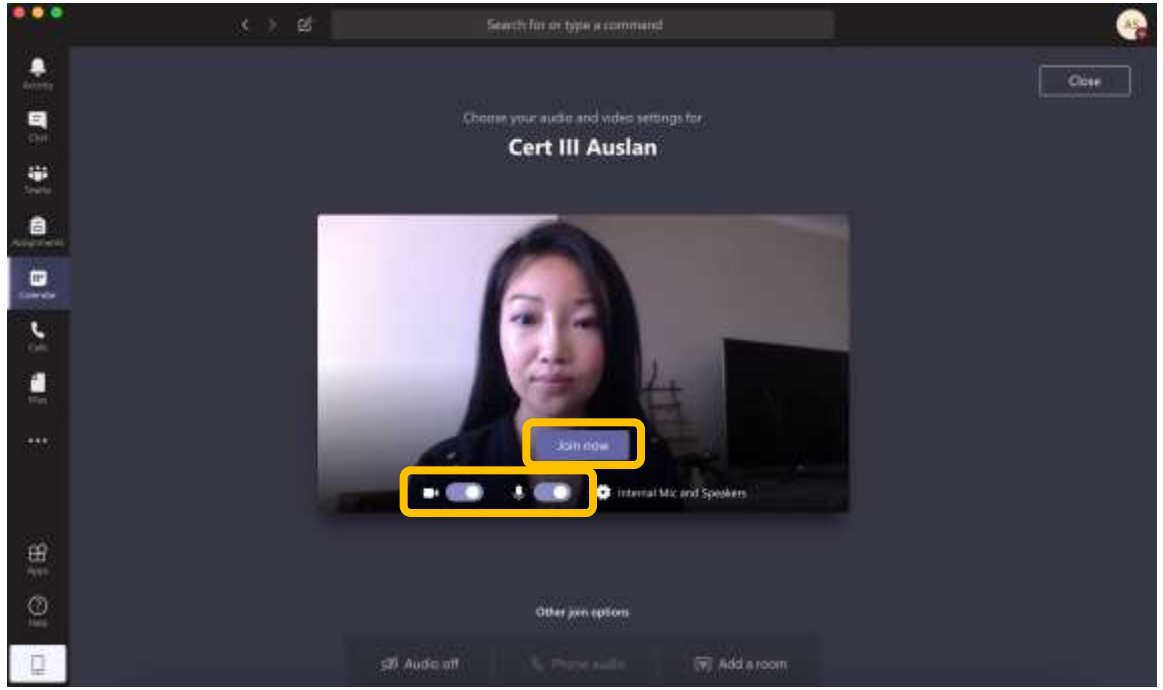
If you click on a Meeting, it will open as shown above. To join the video call for the meeting, click on 'Join'. Please remember that Meetings will be scheduled in your calendar for a specific time and date, if you join the Meeting at a different time and date, there will be no one on the video call.

2 Connect to your class

Sign in to Microsoft Teams and join the video call



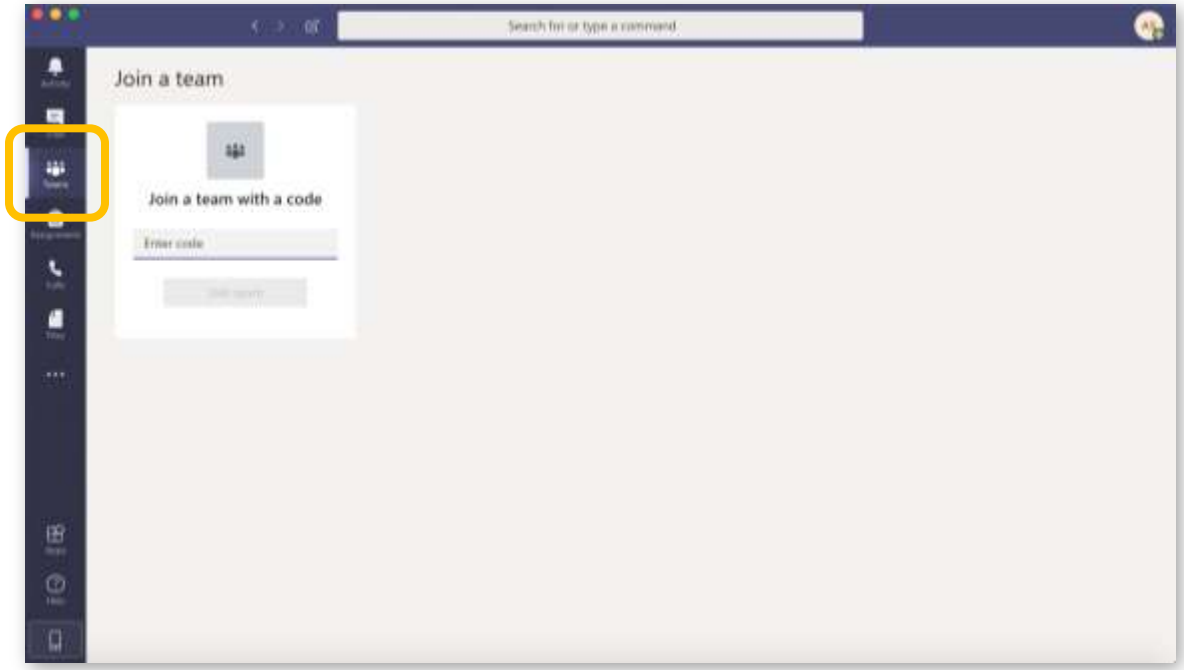
When you log on to Microsoft Teams, you may be asked to sign in with your TAFE NSW account again. Remember that if you see the screen above it will require your account User ID and not your full email. E.g. Alice.Sun10 *not Alice.Sun10@studytafensw.edu.au.*



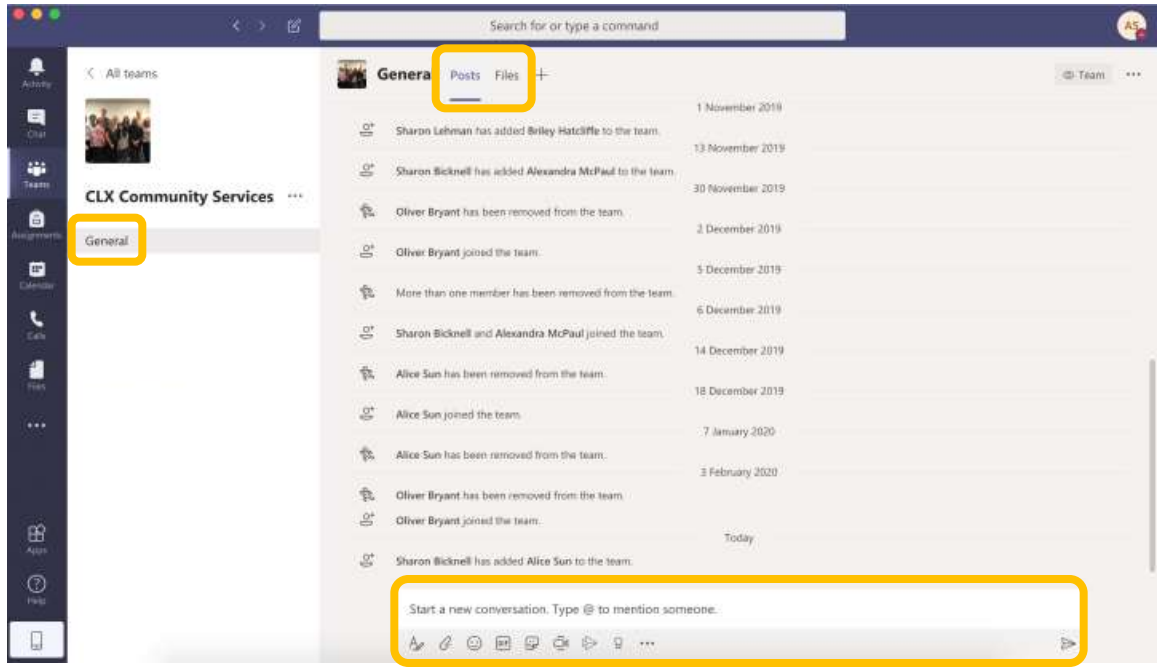
If you have clicked the link from your email or from your calendar invite, you will automatically see the Teams Meeting come up on your screen. It will allow you to turn off/on your camera and microphone before you click on 'Join now'.

2 Connect to your class

Some classes will have an additional space for posting messages and uploading files, this is called **a Class Team.** Your teacher will let you know if your class is using one of these spaces. This is how you will join it.



Once you are logged into Microsoft Teams, click on the Teams icon on the left hand side of the screen. If your teacher has created a Class Team, it may automatically appear or ask for a code. Your teacher may send you this code or it may be on one of the flyers given to you.



Once you see your Class Team appear, you will also be able to see different channels that the teacher has created on the left hand side. Every Class Team will have a General channel. You can post messages and upload/download files in the channel.

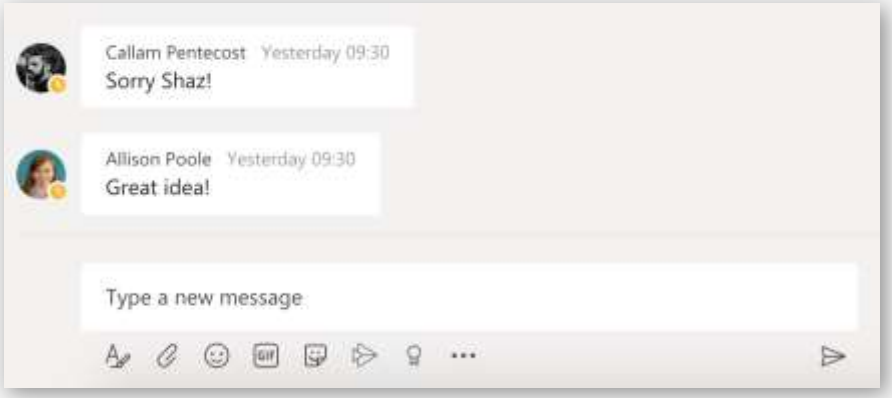
3 Interact with your class

3 Interact with your class

There are different ways you can interact with your class and your teacher using Microsoft Teams

1. Through a group video call with the class

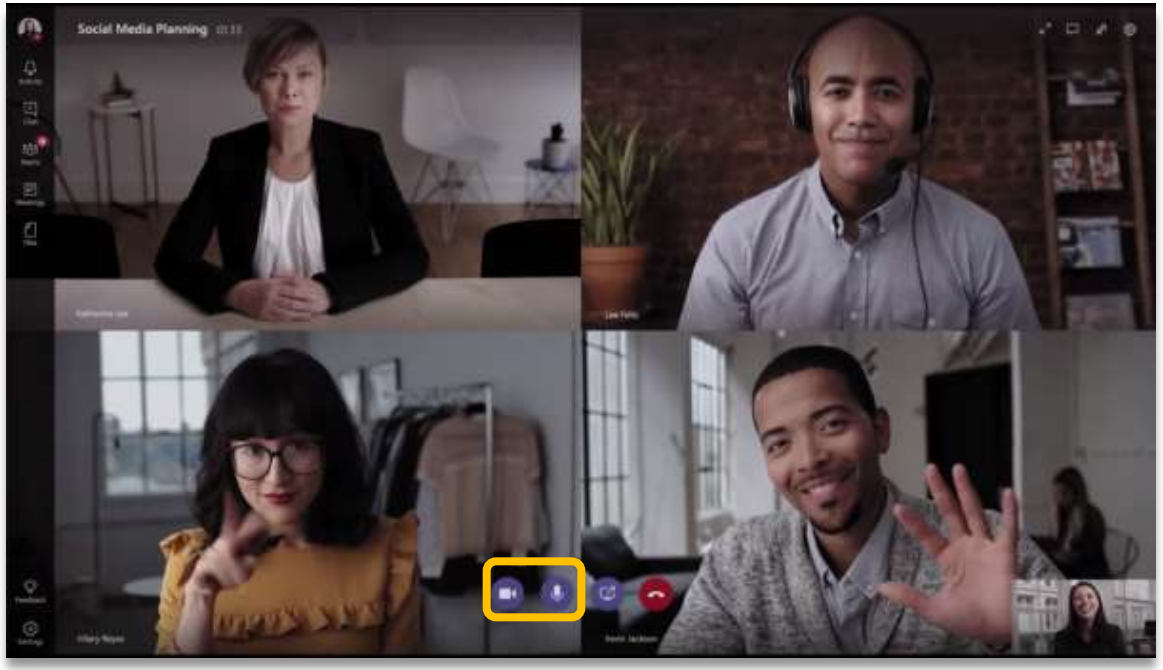
2. By posting messages in your Class Team



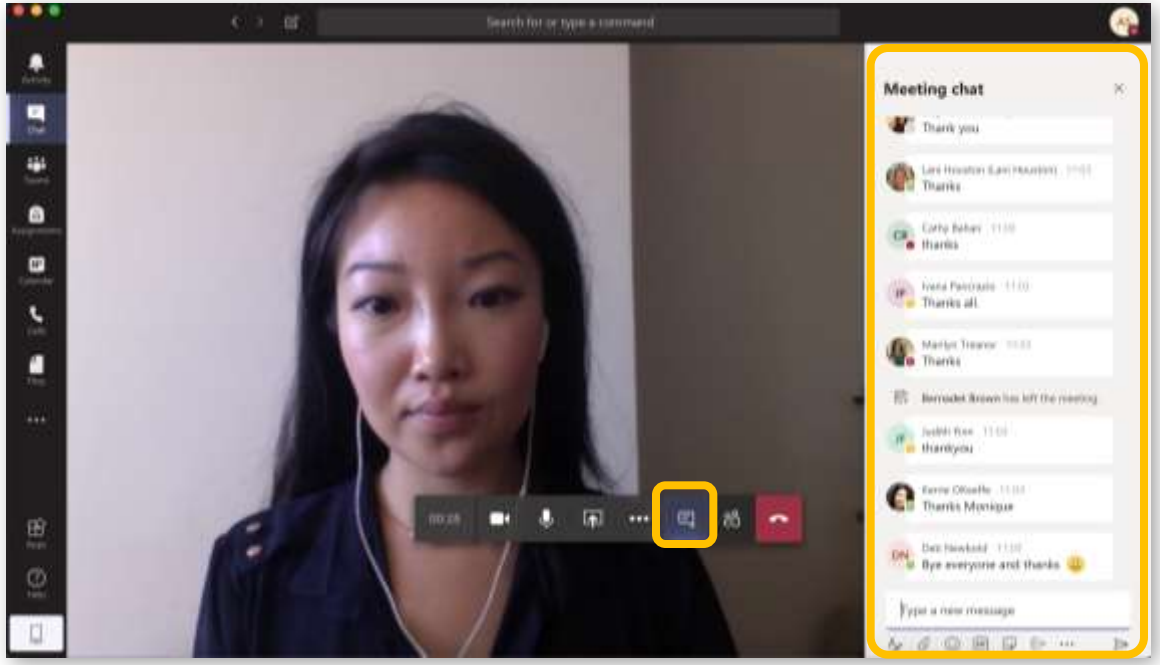
3. Direct messaging or calling one person

3 Interact with your class

Through a group video call with the class (also called a Teams Meeting)



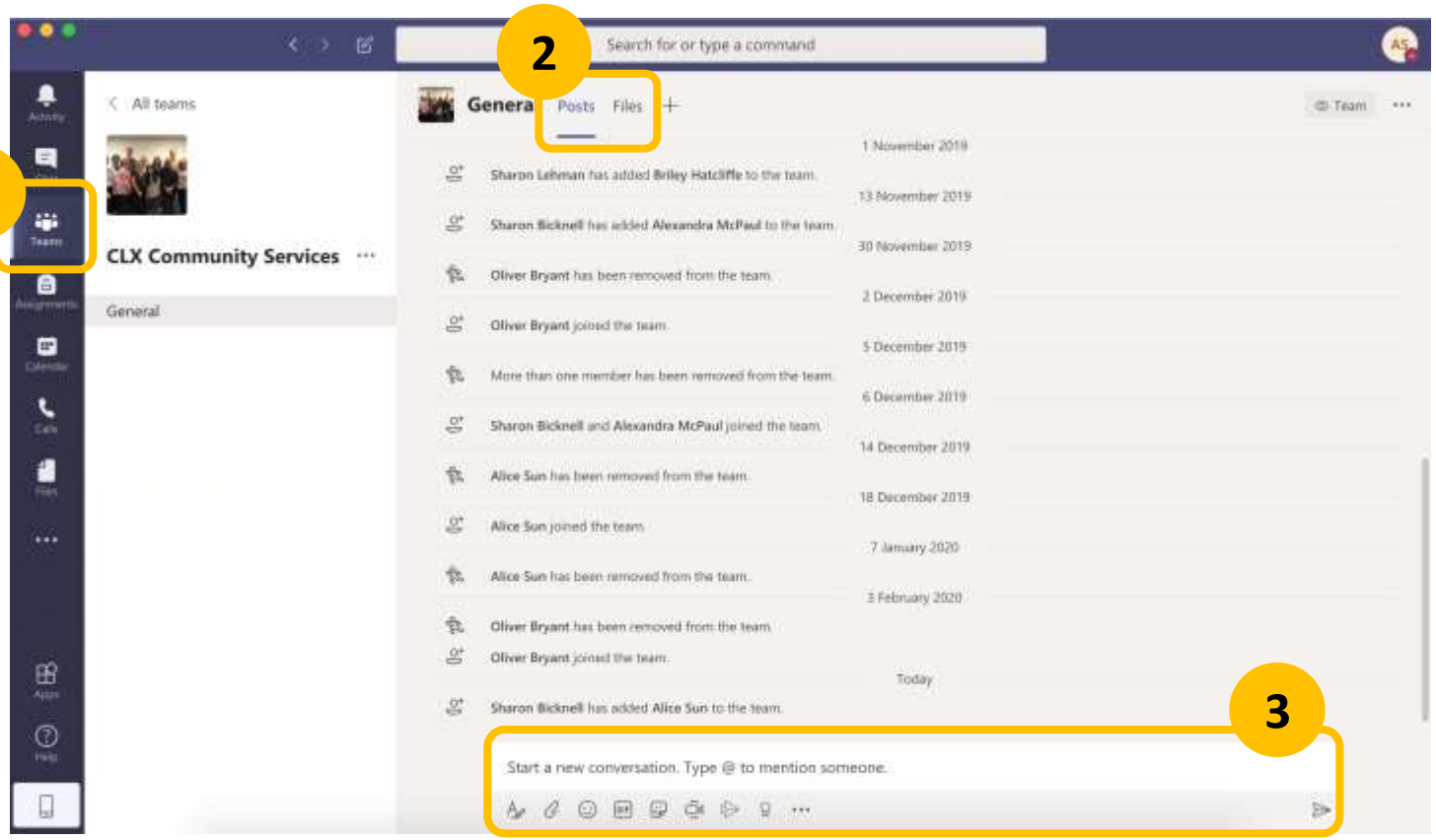
Once you have joined a group video call (Teams Meeting), you can turn your video and microphone on/off during the call. Your teacher will let you know when they want you to do this throughout the lesson.



During the meeting, you can also open the chatbox by clicking on the chat icon. Your teacher may use the chatbox as another way of communicating during the class.

3 Interact with your class

By posting messages in your Class Team



Some classes will have an additional space for posting messages and uploading files, this is called **a Class Team.** If you teacher has set up a Class Team, you can use this space to post messages and share files.

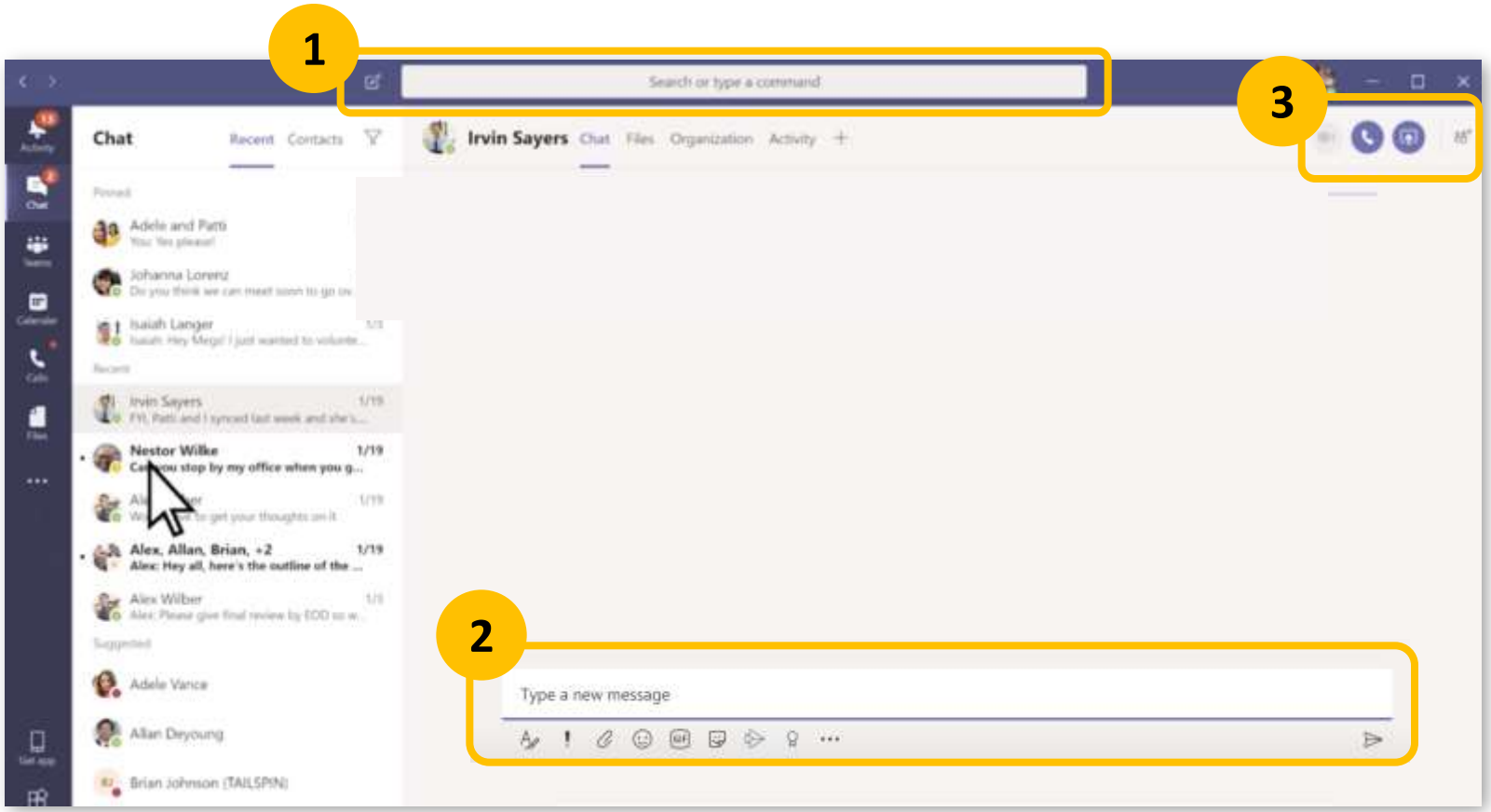
1. Click on the Teams icon on the left hand side of the screen, you will see the Class Teams you have been invited to

2. Under 'Posts' you can see the messages other students and teacher(s) have posted.

3. At the bottom of the screen, you will see a bar that allows you to type and send messages, as well as attach any documents.

3 Interact with your class

Direct messaging or calling one person



1. To direct message or call someone, you can type their name in the search bar or click on the new chat icon.

2. Once you have typed their name and selected them, you will be able to send them messages using the message field at the bottom of the screen

3. You can also call them using audio or video by clicking on the icons at the top right hand corner of the screen.

Need more support?

If you are experiencing difficulties with installing or accessing Microsoft Teams, or access to Connected Learning, please call the TAFE NSW Student Technology Service Desk on:

131601

Select option 4 for Technology Support, then option 2.

Prepared by TAFE NSW Customer Experience Team

Please send any improvements or inquiries about these guides to CXTeam@tafensw.edu.au

V6, December 2020